

Severe Weather Action Plan (for Maintenance Department), page 1 of 2**MAINTENANCE DEPARTMENT - SEVERE WEATHER ACTION PLAN****1.0 SCOPE**

The Severe Weather Action Plan (SWAP) governs actions of Maintenance divisions during a severe weather emergency.

2.0 PURPOSE

The SWAP will define the roles, responsibilities, equipment, and supply requirements for for the two divisions to repond and allocate resources in the most effective manner.

3.0 DEFINITIONS

SWAP - Severe Weather Action Plan

RC room - Resource Coordination Room

4.0 FORMS

Severe Weather Tracking Sheet

5.0 REQUIRED SAFETY EQUIPMENT

- Severe weather gear
- Appropriate footwear
- Back supports
- Reflective safety vests

6.0 PROCEDURES**6.1 PENDING THE ONSET OF SEVERE WEATHER, THE VICE PRESIDENT, MAINTENANCE WILL NOTIFY THE FOLLOWING PERSONNEL FOR ACTION.**

- A. Assistant Vice President, Fleet Maintenance to assure personnel and vehicles are appropriately staffed and stocked (refer to paragraph 6.7).
- B. Assistant Vice President, Technical Service to assure Resource Coordination (RC) room is stocked (refer to paragraph 6.7).
- C. Assistant Vice President of Ways, Structures and Amenities to assure that adequate personnel and equipment are available to address severe weather needs of track/power switches and to sand operating and passenger facilities.

6.2 UPON NOTIFICATION OF SEVERE WEATHER, THE VICE PRESIDENT OF MAINTENANCE WILL CONTACT THE ABOVE PERSONNEL FOR IMPLEMENTATION OF THE SWAP.**6.3 THE ASSISTANT VICE PRESIDENT, FLEET MAINTENANCE WILL NOTIFY SECTION MANAGERS/ASSISTANT MANAGERS TO ACCOMPLISH THE FOLLOWING.**

- A. Identify personnel to operate service trucks.
- B. Install chains on non-revenue vehicles as necessary.

6.3.1 THE ASSISTANT VICE PRESIDENT OF WAYS, STRUCTURES AND AMENITIES WILL:

- A. Identify personnel to operate service trucks.
- B. Notify personnel of assignments related to tracks and power.
- C. Notify personnel of assignments related to facility sanding.

(Continued)

Source: Severe Weather Action Plan, Dallas Area Rapid Transit (DART)

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- 6.4 THE ASSISTANT VICE PRESIDENT, TECHNICAL SERVICE WILL NOTIFY:
- A. All section managers to instruct personnel to dress warmly and prepare for relief of service truck operators.
 - B. Manager, Maintenance Support to prepare map board and RC room.
 - C. Assistant Vice President Senior Manager, Ways & Structures, Amenities.
- 6.5 ASSIGNMENTS AND RESPONSIBILITIES
- A. Service truck operators
 1. Notify RC room by 800 MHz radios as soon as they are underway, giving their vehicle number, destination, and vehicle they are to retrieve. If destination is not known, request a destination from the RC room.
 2. Notify RC room by 800 MHz radio when the vehicle has been freed.
 3. Request the next location from RC room. If directed by transportation supervisor at the scene to proceed to another location, service truck operator shall notify RC room first.
 4. If service truck operator waits longer than 15 minutes for a radio response or next assignment, he/she shall use the land line to contact the RC room at 828-6779.
 - B. Assistant Vice President, Bus Fleet Maintenance
 1. Monitor all dispatch consoles for reports of stuck buses.
 2. Notify Assistant Vice President, Technical Service of all stuck bus locations and times.
 3. Pass on all requests for communications to chief dispatcher. Determine when service trucks may be released for return.
 - C. Assistant Vice President, Technical Service
 1. Monitor 800 MHz radios for stuck vehicles and for service truck communications.
 2. Maintain severe weather tracking sheet.
 3. Communicate with Assistant Vice President, Fleet Maintenance on recommended locations for sanding.
 4. Assign all service trucks and sanding trucks.
 - D. The Manager, Maintenance Support will track all stuck vehicles and service truck locations on the map.
- 6.6 EQUIPMENT AND PERSONNEL
- A. Service trucks and sanding trucks

<ul style="list-style-type: none"> • 800 MHz radio • Sand • Chains • Shovel • Flashlight • Flares • Hand tools 	<ul style="list-style-type: none"> • Wheel chocks • Mapsco • Vehicle log sheet • Back supports • Reflective vests • Two persons (minimum)
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 - B. Resource Coordination room

<ul style="list-style-type: none"> • Map and magnetic tags • 800 MHz radios (3 minimum) • 900 MHz radios (2 minimum) 	<ul style="list-style-type: none"> • Severe Weather Tracking Sheet • Telephones (land line and cellular)
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